

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	223
SUPERVISOR:	Adult Division Supervisor	SALARY RANGE:	21
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Provide basic administrative case management support to Parole/Probation Officers. Do related work as required. This position is distinguished from the Parole/Probation Officer in that the latter are sworn peace officers who make arrests, conduct searches and perform independent case investigations and assessments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist in completing scheduled and unscheduled offender intakes by pre-screening and conducting basic initial interviews as offenders are referred to the Department for supervision or pre-sentence investigation.

Record or update basic social history information in database records. Explain basic supervision requirements as determined by assigned Officers. Process routine transactions and requests for information.

Administratively assist Probation/Parole Officers in monitoring low risk offender activities and progress. Monitor the payment and collections of fees and, when approved by an Officer, conduct basic file audits for suggested additional action, internal file transfers or for case closure.

Draft a variety of basic forms and reports, including travel permits, progress reports, early termination reports, or other special reports for officer review, recommendation, and approval.

Collect oral swab drug tests samples that are read and interpreted by others. Administratively coordinate and, at the direction of an Officer, schedule and collect, urinalysis, blood alcohol, and drug testing.

Maintain collaborative working alliances with clients, staff, community partners, and the public treating them with a positive customer-service attitude.

Attempt to administratively locate individuals referred to the Department who have failed to report for scheduled meetings. Maintain records of individuals who fail to keep required intake or other appointments.

Fingerprint offenders who have not been assigned a State Identification Number (SID). Copy court orders and LEDS record information.

Attend court hearings as required.

Participate in mandated and optional training opportunities. Attend meetings related to correctional issues as requested.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of other employees is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general supervision of the Adult Division Supervisor and/or the Director of Community Justice who assigns and evaluates work for conformance to established procedures and methods.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree in criminal justice, behavioral science or related field. Four years work experience in the corrections or criminal justice field which has included offender or public contact. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or ability to obtain within six (6) months of employment, Law Enforcement Data System Certification. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

DESIRABLE QUALIFICATIONS: College level course work in criminal justice, sociology, psychology or a related field.

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of behavior and adjustment problems in adult offenders and methods of treatment. Some knowledge of state criminal laws, federal law, case law decisions, state administrative rules and parole rules and Attorney General opinions. Knowledge of office practices and procedures, business English, grammar and spelling, arithmetic, record keeping procedures and bookkeeping principles and practices. Strong familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to prepare accurate and complete reports and communicate effectively in written or verbal form. Ability to communicate effectively with persons of various ethnic or racial groups and socio-economic levels who may be hostile or abusive. Ability to work independently with minimal supervision. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking and assisting in physically restraining angry and hostile adults.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Daily contact with adult offenders; interact to diffuse offender aggression. May be required to respond to emergencies after hours. May require some evening and weekend work. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, assisting in making home, employment and other offender contacts, often in remote areas.